

**GROTON PUBLIC LIBRARY  
BOARD MEETING**

Wednesday, March 13, 2013

Groton Public Library

7:00 p.m., Director's Office

- I) Call to order: The meeting was called to order at 7:03 by Marie Shaw.
- II) Roll call: Betty Anne Reiter, Cindy Wright, Ellen Chiapperini, Marie Shaw, Lenore White, Susan Kietzman, Rosemary Duval-Arnould
- III) Public Comments: None
- IV) Communications
  - A) Judy Leonard has regrettably sent a letter of resignation from the Board.
  - B) Marie Shaw sent a letter to the state legislators stating that a reduction in the Connecticut funding would be detrimental to the operation of the Groton Public Library and to the inter-library loan services.
- V) Approval of minutes of the February meeting: A motion to approve the minutes was made by Susan Kietzman and seconded by Ellen Chiapperini. The minutes were approved.
- VI) Review of February performance measures
  - A) Circulation figures were down due to the closures for the blizzard. Program attendance has been high, especially for the Saturday programs.
  - B) The Oscar movie program was very successful.
- VII) Director's Report:
  - A) Emily Sheehan began her duties as Library Associate on Tuesday, March 5.
  - B) The Library is evaluating a new filter that has been installed on the public network on a trial basis. The filter blocks illegal peer-to-peer file sharing.
  - C) The Director is working with the staff and the Board to identify and rank our most important service responses which will provide goals for future library service. A service response is defined as "what the library does for, or offers to, the public in an effort to meet a set of well-defined community needs." Board members will help us reach out to the community for their input.
  - D) Staff has been working with IT and the Purchasing Agent to organize the installation of the DVD self-checkout machine. Delays with the SIP license have been ironed out and the machine arrived today. Staff from LAT will provide training.

- E) The Library's How-To Festival will take place on Saturday, June 22, from 10 – 2. Planning is underway but ideas for how-to sessions are still welcome. The library board members will be available to assist with the program.
- F) The Library is working with Parks and Recreation on their "26 Acts of Kindness" initiative.
- G) The Edible Books Festival will be held on April 7<sup>th</sup>. Marie Shaw and Ellen Chiapperini will submit an entry on behalf of the Board.

VIII) Review of Board contributions: The Board will distribute the Library Public Services survey to friends and neighbors. Board members will attend the town budget hearing on April 9<sup>th</sup> at 6:00pm.

IX) New Business

A) Strategic Planning

B) Technology Plan: Cindy Wright presented the Technology Plan which will be in effect from July 1, 2013 to June 30, 2016. A technology plan is done every 3 years. The Library is in the process of evaluating its integrated library system (SIRSI). The current contract expires in 2015. The network has been put on a fiber optic network which has increased communication speed. The computer lab was upgraded this year. The Library has added Kindles and iPads to the computer lab so classes in new technology may be offered to its patrons. A motion to approve the technology plan as presented was made by Ellen Chiapperini and seconded by Lenore White. The plan was approved.

X) Old Business: Congratulations were given to board member Susan Kietzman on the publication of her first book. "The Good Life."

XI) Adjournment: A motion to adjourn the meeting was made by Ellen Chiapperini and seconded by Susan Kietzman. The meeting was adjourned at 8:20 p.m.

Respectfully submitted by,

Rosemary Duval-Arnould  
Secretary